

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Human Resources Specialist

Date: 1995

Purpose of Job

The purpose of this job is to perform technical and paraprofessional personnel functions for the Human Resources group within an assigned department. Duties include, but are not limited to: providing assistance and information to employees and to the general public; processing personnel transactions and employment requests; generating and typing forms and reports; entering computer data; and maintaining files.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Duties:

- Substitutes for supervisor and/or co-workers in temporary absence of same.
- Receives, logs and processes new hires, employee performance appraisal forms, promotions, demotions and separations.
- Prepares turn around documents
- Receives employee data change forms and medical forms; enters/updates information into the computer and personnel card file.
- Assists in the interview process.
- Prepares and types TAD forms after receiving adverse action and reassignment forms.
- Attends meetings, seminars, and training sessions as required to remain knowledgeable of departmental operations, to promote improved job performance.
- Prioritizes daily and weekly assignments and tasks.
- Reviews department's payroll before submitting to City payroll personnel.
- Verifies personnel information by checking benefits and payroll rosters for accuracy and completeness as well as the classification and salary schedule.

- May prepare payrolls; may post shifts to payroll; may sort and distribute payroll checks.
- May supervise clerical staff; may coordinate work assignments for special projects.

Communication:

- Answers the telephone; takes and relays messages and/or directs calls to appropriate personnel.
- Provides information to employees and the general public; assists supervisors and department heads.
- Responds to employment verification inquiries from financial institutions via the telephone or by completing a form.
- Generates correspondence regarding payroll discrepancies.
- Receives information and instructions from management, supervisors, employee benefits personnel, payroll personnel, etc.
- Reviews, rejects or accepts employee performance appraisal forms; generates letters to supervisors concerning the performance appraisal process.

Record Keeping and Documentation:

- Prepares reports including evaluation, new hire/separation and vacancy reports, ratio charts and station roster and sends to department heads.
- Generates a personnel and payroll report and forwards to the Fire Chief and Operations.
- Produces a receptionist roster updating personnel information and provides same to the receptionist.
- Maintains records and files of reports, documents, forms, etc.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has considerable knowledge of human resource and personnel practices, policies and procedures. Has considerable knowledge of applicable policies, standards, and regulations pertaining to the specific duties and responsibilities of the job. Has the ability to keep abreast of changes in policy, methods, operations, etc. Is able to effectively communicate and interact with supervisors, employees, and members of the general public. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations, and technical skills. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations. Is knowledgeable and skilled with computers. Is able to read, understand and interpret personnel and employment related reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Business/Public Administration or related field required; two years of paraprofessional human resources experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional, or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical, and administrative documentation, directions, instructions, methods, and procedures. May require the ability to produce reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.